DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS

Items are required for this program by DCA if marked with "X"

Grantee: Program Type: **Transitional Housing**

Program Name: Program Key:

Security Standards

1. ☒ Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. ☒ Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. ☒ Create/Update a Unique Program in HMIS
4. ☒ Establish at least one Agency Administrator for HMIS configuration and reporting
5. ☒ Establish Program Follow Up and Outcomes – 90 Days after Discharge
6. ☒ Establish Program Follow Up and Outcomes – 180 Days after Discharge
7. ☒ Create/Update Program Bed and Unit Inventory in HMIS

HMIS Data Collection

8. ☒ Capture Signed HMIS Authorization Forms for All Household Members served
9. ☒ Enter Universal Data Elements (Demographics) for ALL Household Members served
10. ☒ Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE
11. ☒ Capture Special Needs Information for All Household Members (including children & clients with no special needs) at program ENROLLMENT & DISCHARGE
12. ☒ Ensure All Household Members are enrolled into the appropriate program with the same enrollment date
13. ☒ Enter Service Transactions for services provided during program enrollment on the Head of Household
14. ☒ Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household
15. ☐ Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. ☒ Discharge All Household Members from the program

Housing Support Standards Data Collection

17. ☒ Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. ☒ Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
    - ☒   At Intake
    - ☒   During Program Enrollment
    - ☒   At Discharge
19. ☒ Complete Program Follow Up and Outcomes – 90 Days after Discharge
20. ☒ Complete Program Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. ☒ Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. ☒ Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS
Items are required for this program by DCA if marked with "X"

Grantee: Program Type: **Emergency Shelter**

Program Name: Program Key:

Security Standards

1. ☒ Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall

2. ☒ Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. ☒ Create/Update a Unique Program in HMIS
4. ☒ Establish at least one Agency Administrator for HMIS configuration and reporting
5. ☒ Establish Program Follow Up and Outcomes – 90 Days after Discharge
6. ☐ Establish Program Follow Up and Outcomes – 180 Days after Discharge
7. ☒ Create/Update Program Bed and Unit Inventory in HMIS

HMIS Data Collection

8. ☒ Capture Signed HMIS Authorization Forms for All Household Members served
9. ☒ Enter Universal Data Elements (Demographics) for ALL Household Members served
10. ☒ Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE
11. ☒ Capture Special Needs Information for All Household Members (including children & clients with no special needs) at program ENROLLMENT & DISCHARGE
12. ☒ Ensure All Household Members are enrolled into the appropriate program with the same enrollment date
13. ☒ Enter Service Transactions for services provided during program enrollment on the Head of Household
14. ☒ Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household
15. ☐ Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. ☒ Discharge All Household Members from the program

Housing Support Standards Data Collection

17. ☒ Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. ☐ Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
   - ☐   At Intake
   - ☐   During Program Enrollment
   - ☐   At Discharge
19. ☒ Complete Program Follow Up and Outcomes – 90 Days after Discharge
20. ☐ Complete Program Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. ☒ Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. ☒ Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS

Items are required for this program by DCA if marked with "X"

Grantee: Program Type: **Outreach**

Program Name: Program Key:

Security Standards

1. ☒ Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. ☒ Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. ☒ Create/Update a Unique Program in HMIS
4. ☒ Establish at least one Agency Administrator for HMIS configuration and reporting
5. ☐ Establish Program Follow Up and Outcomes – 90 Days after Discharge
6. ☐ Establish Program Follow Up and Outcomes – 180 Days after Discharge
7. ☐ Create/Update Program Bed and Unit Inventory in HMIS

HMIS Data Collection

8. ☒ Capture Signed HMIS Authorization Forms for All Household Members served
9. ☒ Enter Universal Data Elements (Demographics) for ALL Household Members served
10. ☒ Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE
11. ☒ Capture Special Needs Information for All Household Members (including children & clients with no special needs) at program ENROLLMENT & DISCHARGE
12. ☒ Ensure All Household Members are enrolled into the appropriate program with the same enrollment date
13. ☒ Enter Service Transactions for services provided during program enrollment on the Head of Household
14. ☒ Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household
15. ☒ Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. ☒ Discharge All Household Members from the program

Housing Support Standards Data Collection

17. ☒ Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. ☐ Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
    - ☐   At Intake
    - ☐   During Program Enrollment
    - ☐   At Discharge
19. ☐ Complete Program Follow Up and Outcomes – 90 Days after Discharge
20. ☐ Complete Program Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. ☒ Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. ☒ Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS
Items are required for this program by DCA if marked with "X"

Grantee: Program Type: **Services**

Program Name: Program Key:

Security Standards

1. ☒ Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall
2. ☒ Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. ☒ Create/Update a Unique Program in HMIS
4. ☒ Establish at least one Agency Administrator for HMIS configuration and reporting
5. ☒ Establish Program Follow Up and Outcomes – 90 Days after Discharge
6. ☐ Establish Program Follow Up and Outcomes – 180 Days after Discharge
7. ☐ Create/Update Program Bed and Unit Inventory in HMIS

HMIS Data Collection

8. ☒ Capture Signed HMIS Authorization Forms for All Household Members served
9. ☒ Enter Universal Data Elements (Demographics) for ALL Household Members served
10. ☒ Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE
11. ☒ Capture Special Needs Information for All Household Members (including children & clients with no special needs) at program ENROLLMENT & DISCHARGE
12. ☒ Ensure All Household Members are enrolled into the appropriate program with the same enrollment date
13. ☒ Enter Service Transactions for services provided during program enrollment on the Head of Household
14. ☒ Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household
15. ☐ Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. ☒ Discharge All Household Members from the program

Housing Support Standards Data Collection

17. ☒ Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. ☐ Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
    - ☐ At Intake
    - ☐ During Program Enrollment
    - ☐ At Discharge
19. ☒ Complete Program Follow Up and Outcomes – 90 Days after Discharge
20. ☐ Complete Program Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. ☒ Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. ☒ Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS
Items are required for this program by DCA if marked with "X"

Grantee: Program Type: **Prevention**

Program Name: Program Key:

Security Standards

1. ☒ Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall

2. ☒ Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. ☒ Create/Update a Unique Program in HMIS
4. ☒ Establish at least one Agency Administrator for HMIS configuration and reporting
5. ☒ Establish Program Follow Up and Outcomes – 90 Days after Discharge
6. ☒ Establish Program Follow Up and Outcomes – 180 Days after Discharge
7. ☐ Create/Update Program Bed and Unit Inventory in HMIS

HMIS Data Collection

8. ☒ Capture Signed HMIS Authorization Forms for All Household Members served
9. ☒ Enter Universal Data Elements (Demographics) for ALL Household Members served
10. ☒ Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE
11. ☒ Capture Special Needs Information for All Household Members (including children & clients with no special needs) at program ENROLLMENT & DISCHARGE
12. ☒ Ensure All Household Members are enrolled into the appropriate program with the same enrollment date
13. ☒ Enter Service Transactions for services provided during program enrollment on the Head of Household
14. ☒ Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household
15. ☐ Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household
16. ☒ Discharge All Household Members from the program

Housing Support Standards Data Collection

17. ☒ Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS
18. ☒ Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household
    - ☒ At Intake
    - ☒ During Program Enrollment
    - ☒ At Discharge
19. ☒ Complete Program Follow Up and Outcomes – 90 Days after Discharge
20. ☒ Complete Program Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. ☒ Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality
22. ☒ Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.

DCA MINIMUM PATHWAYS COMPASS / ALICE REQUIREMENTS

Items are required for this program by DCA if marked with "X"

Grantee: Program Type: **Rapid ReHousing**

Program Name: Program Key:

Security Standards

1. ☒   Every computer used to access the PATHWAYS COMPASS has: Installed Java Runtime Environment, has a Locking Screen Saver, has Virus Protection that Automatically Updates and has an Individual or Network Firewall

2. ☒   Agency has a written privacy policy, including the uses and disclosures of information which is posted on a website and provided to clients upon request.

HMIS Agency Configuration

3. ☒   Create/Update a Unique Program in HMIS

4. ☒   Establish at least one Agency Administrator for HMIS configuration and reporting

5. ☒   Establish Program Follow Up and Outcomes – 90 Days after Discharge

6. ☒   Establish Program Follow Up and Outcomes – 180 Days after Discharge

7. ☐   Create/Update Program Bed and Unit Inventory in HMIS

HMIS Data Collection

8. ☒   Capture Signed HMIS Authorization Forms for All Household Members served

9. ☒   Enter Universal Data Elements (Demographics) for ALL Household Members served

10. ☒   Capture Income and Non-Cash Benefits Information for All Household Members (including children & clients with no income/non-cash benefits) at program ENROLLMENT & DISCHARGE

11. ☒   Capture Special Needs Information for All Household Members (including children & clients with no special needs) at program ENROLLMENT & DISCHARGE

12. ☒   Ensure All Household Members are enrolled into the appropriate program with the same enrollment date

13. ☒   Enter Service Transactions for services provided during program enrollment on the Head of Household

14. ☒   Enter Referral Service Transactions for referrals provided during program enrollment on the Head of Household

15. ☐   Enter Date of Contact and Date of Engagement Service Transactions on the Head of Household

16. ☒   Discharge All Household Members from the program

Housing Support Standards Data Collection

17. ☒   Complete the Barriers to Housing Stability Assessment for Head of Household and capture on HMIS

18. ☒   Create Client Goals and update Client Status Indicators (Client Progress page) for Head of Household

    ☒   At Intake

    ☒   During Program Enrollment

    ☒   At Discharge

19. ☒   Complete Program Follow Up and Outcomes – 90 Days after Discharge

20. ☒   Complete Program Follow Up and Outcomes – 180 Days after Discharge

Reporting

21. ☒   Run the HUD Annual Performance Report (APR) Part I to ensure data completion and data quality

22. ☒   Run the Program Enrollment & Discharge Export Report (PED) to assist in data cleaning and correction.